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Teaching
Mathematics and
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Type title of paper here (style is TMCSHeading 1)

TYPE THE NAME(S) OF THE AUTHOR(S) HERE AND UNDERLINE
THE PRESENTING AUTHOR

Abstract. Type your abstract here, after leaving ONE empty line below the author(s) names. The purpose of this paragraph is to present a short abstract and may have a length of up to 10 lines. The abstract style is called **TMCS Abstract**.

Key words and phrases:

ZDM Subject Classification:

The main section heading style is **TMCS Heading 2**

This is the style **TMCS Normal**. The style automatically provides a 6pt space after paragraphs. Please do not leave a line between paragraphs.

This is style **TMCS Heading 3**, if you need it (do not use more headings)

Please avoid numbering sections. If you would like to use a footnote, please use the style **Footnote**¹.

Files should be saved in **DOCX-format** and filenames should indicate the kind of proposal and name of the presenting author. So, for example, a Research Report by **Dufus and Smith**, where Dufus is the presenting author, should have the filename **RR_dufus.docx** (_ is an underscore not a space)Once you have your copy of this template, the simplest way to work with the styles is to start typing over what is already here. If you need a heading or paragraph of a certain style in another part of the paper, simply copy and paste one that you already have. You just need to make sure you include the whole paragraph *including* the paragraph mark at the end (to make paragraph marks and spaces visible, get *Word* to “Show Formatting”). You can also see which style applies to a particular paragraph by inserting the cursor in the paragraph and looking at the “style” box visible in the Formatting Toolbar (usually next to the boxes showing the Font and Font Size). You can change the style of a paragraph by highlighting the paragraph and selecting the desired style from the selection shown in that style box; this may be useful if you need to paste in some material from another document. If you cannot see the Formatting Toolbar you can make it visible using the “View” menu. You can also use the format copying tool (the format “paintbrush”) to transfer a style from one place to another.

You should replace the header text at the top of a page “*Short Names of authors*” with the names of the authors as specified (e.g., *Dufus A. & Smith K.*). A change to one page will automatically update the other pages.

Tables, Figures, Quotes, Transcripts and Bullet Lists

Tables are often tricky to design and prepare. The APA style guide gives some useful information about presenting tables. Tables *and* figures can be labelled as below (this approach differs from APA conventions). Ensure that tables and figures do not spread outside the margins of the page. Try to avoid the use of too much grey

1

scale, as this does not always print well; a good way to test is to make a photocopy of your document after printing it out. If the photocopy looks good, then it should print well.

| Conference Year | Number of good tables | Number of bad tables |
|-----------------|-----------------------|----------------------|
| 2017 | 22 | 8 |
| 2018 | 34 | 16 |
| 2019 | 45 | 24 |

Table 1: Titles of tables, figures, diagrams, are in the style **TMCS FigTitle**. (Horizontal lines are only placed above and below the column headings and at the end of the table. In general there should not be any vertical lines.)

If you wish to include some transcripts, you may use either of the styles **TMCS Numbered Transcript** or **TMCS Transcript**, as in the examples below.

First, we show the **Numbered Transcript** style:

- 1 I: So what did you notice about the two figures?
- 2 S1: I saw that there were major differences.
- 3 S3: So did I, but in my figures one was a great deal larger ...
almost twice sargd ar
- 4 the area ... 4 in fact.

The second approach is to use the **TMCS Transcript** style:

- Interviewer: So what did you notice about the relationship?
- Elizabeth: One figure is always twice the area of the other.

If possible, please avoid bullet lists because they have to be formatted in different ways depending on the text following the bullet points. If a bullet list is essential for your paper, please use the **TMCS Bullet** style as shown:

- This uses **TMCS Bullet** to achieve the bullet list, so that the text hangs and lines up properly.
- You may need to add 6pt of white space to the end of the list, by going to Format → Paragraph and adjusting “Space After” to 6pt.
- The reason for this is that otherwise the last dot point will be too close to the start of the next paragraph (as you can see in this case, where the 6pt *hasn't* been added).

Normally there should be 6pt of white space between this paragraph and the bullet points above, but, as just described, you will have to change this manually.

Finally, please do not use footnotes in your paper. If notes are required please use endnotes, within the page limits of the document.

Acknowledgement

If you have problems with this template, please contact the Conference Scientific Secretariat.

Presenting references

The references should be presented as shown at the end of this document with the heading set using the **TMCS Heading 2** style. References use the **Reference** style. Authors should follow the APA Publication Manual Sixth Edition reference styles for references. Information about APA style can be found at <http://www.apastyle.org/apa-style-help.aspx>. Remember that all publications cited must appear in the reference list, and all publications in the reference list must be cited. The references are included in the page count.

Ball, D. L. (1990). Prospective elementary and secondary teachers' understanding of division. *Journal for Research in Mathematics Education*, 21(2), 132-144.

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